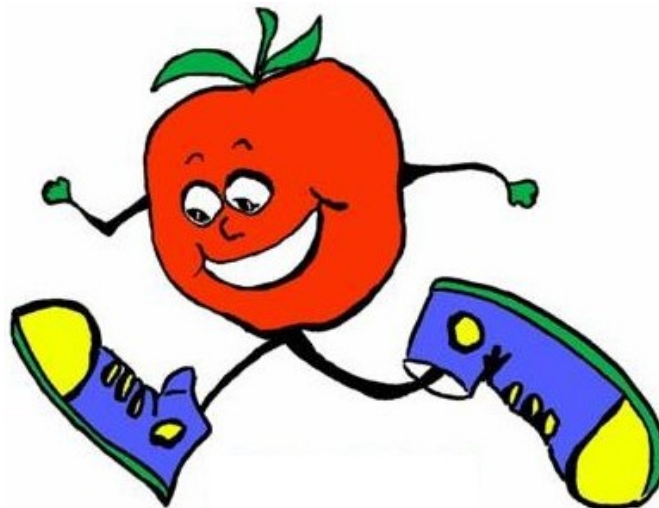


AFTERSCHOOL SNACK PROGRAM

INFORMATION – PROCEDURES – FORMS

Office of Public Instruction
School Nutrition Programs



Distributed by:



Linda McCulloch, Superintendent

Montana Office of Public Instruction
PO Box 202501

Helena, Montana 59620-2501

(406) 444-3095

1-888-231-9393

Fax: (406) 444-2893

www.opi.mt.gov

AFTERSCHOOL SNACK PROGRAM

INFORMATION – PROCEDURES - FORMS

Eligible Programs:

The Afterschool Snack Program under the National School Lunch Program (NSLP) provides reimbursement to schools and to residential child care institutions (RCCI s) for snacks they serve to children who are participating in after school programs operated or sponsored by those schools or RCCI s.

The reimbursement is provided in one of two different ways. Snacks are reimbursed either all in the free category or according to each student's eligibility category (free, reduced-price or paid), depending on where the school, RCCI or other site operating the program is located.

To be eligible to qualify for reimbursement under the NSLP, after school programs must meet the following criteria.

1. The program must be operated or sponsored by a school or a RCCI that operates the National School Lunch Program.
2. A roster or sign in sheet must be maintained to document that students are present.
3. The program must include education or enrichment activities in organized, structured and supervised environments. Extracurricular activities such as school choir, debate team, drama society, etc. may qualify to participate under this provision only if their basic purpose is to provide after school care.

Under no circumstances can organized athletic programs engaged in interscholastic sports be approved as after school programs under this provision. While athletic teams participating in interscholastic sports programs may not be approved, programs, which include supervised athletic activity along with an education or enrichment component, may participate. The program must be open to all students, and does not limit membership for reasons other than space or security considerations.

The after school program must be operated or sponsored by the school or RCCI , although the school or RCCI does not have to use their personnel or regular facilities. The school or RCCI must retain final administrative and management responsibility for the program, including the program site. The school or RCCI must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements. The school or RCCI may, if it wishes, arrange with another organization to perform the day-to-day operations. For example, the PTA could operate the program under an arrangement with the school or RCCI .

Eligible Sites:

Area Eligible School: Snacks must be served free and all snacks will be reimbursed at the free reimbursement rate as part of the after school program in the following situations.

1. Snacks are served in a school or RCCI with 50 percent or more of its students eligible for free or reduced-price lunches; or
2. Snacks are served in a school or RCCI that does not have 50 percent or more of its students eligible for free or reduced-price lunches itself, that is located within the boundaries of the attendance area of a school that does have 50 percent or more of its students who are eligible for free or reduced-price lunches; or
3. Snacks are served in an after school program operated by a school or RCCI at a site that is off-campus. That off-campus site is located within the boundaries of the attendance area of a school that has 50 percent, or more, of its students who are eligible for free or reduced-price lunches.

A school, RCCI or other site qualifying for all-free reimbursement on the basis of either item 2 or 3 above is a site that can be located on a map of a school district's attendance area boundaries, within the attendance area shown for at least one school that meets the 50 percent-or-more eligibility criterion.

Non-area Eligible School: Any other site of an after school program, whether at a school, RCCI, or an off-campus site that does not meet any of the above requirements, must claim reimbursement for snacks that are served according to the appropriate eligibility category of each student served.

Non-area eligible sites have the option of implementing either a Pricing Program or a Non-Pricing Program.

Pricing Program: Students are charged a fee for the snack based on their eligibility status: students eligible for free snacks receive their snack at no charge, students eligible for reduced-price snacks may be charged no more than 15 cents as stipulated in program regulations. Snacks must be priced as a unit.

Non-Pricing Program: All students receive a snack at no charge, and the snacks are claimed in their respective categories: free, reduced-price and paid.

Reimbursement:

Schools may claim reimbursement for one snack per student per day. Students are eligible to participate through age 18. If the student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that student during the remainder of the school year. Reimbursement may be claimed for individuals, regardless of age, who are determined to have a mental or physical disability.

Times of Operation:

The Afterschool Snack Program only applies to programs that provide care for students after the school day. Under no circumstances may snacks be reimbursed in programs operated before or during the school day. Schools are not eligible to receive reimbursement for snacks served on the weekends or holidays, including vacation periods.

A student's eligibility is based on when their scheduled school day ends, not whether the school continues to be in session. For example, if a kindergarten program ends at noon, but the students remain in school under a care program, snacks served to these students may be reimbursed under this provision. The same is true of older students enrolled in schools that have split sessions. If students remain on campus to participate in an after school program, they may receive reimbursable snacks even though the school continues to operate a later academic session.

Meal Pattern Requirements:

Snacks served under this provision must meet established standards. Portions for students age 13 through 18 shall not be less than the portions stipulated for students age 6 through 12. It is recommended that larger portions be offered to older students based on their greater food energy requirements. *See the attached Afterschool Snack Program Meal Pattern Requirements.*

Requirements for Implementation:

In order to start a snack program, schools must:

- _____ Update the School Nutrition Programs Agreement on the web site:
www.opi.state.mt.us/schoolfood/index.html
- _____ Complete a description of the After School Care Program (1 copy for each site) on the web site.

Recordkeeping:

The School Food Authority must maintain the following records for three years plus the current school year.

- _____ If all meals are claimed as free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified to be eligible for free or reduced-price meals.
- _____ For all other sites, documentation of free and reduced-price eligibility for each student for whom free and reduced-price snacks are claimed.

- _____ Daily count of snacks (total for sites qualifying for free reimbursement for all students, snack counts by type for all other sites).
- _____ Documentation of individual student attendance on a daily basis. *See the attached Afterschool Snack Program Sign In Sheet and Daily Record Form.*
- _____ Documentation of compliance with meal pattern requirements in the food service manager's daily production records.

Program Review:

The School Food Authority must review each Afterschool Snack Program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year. The reviews will be maintained on file at the School Food Authority. *See the attached Afterschool Snack Program Review.*

_____ First Review completed on (date) _____

_____ Second Review completed on (date) _____

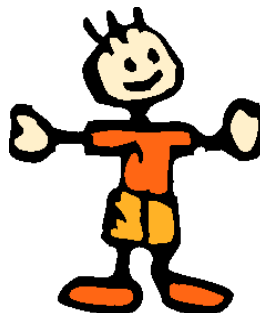
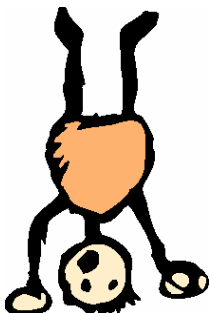
Operation of the Afterschool Snack Program is subject to review as part of the State Agency review of the National School Lunch Program.

Civil Rights:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Additional Information:

Contact the Office of Public Instruction, School Nutrition Programs at (406) 444-2501 if you have questions about the Afterschool Snack Program.



AFTERSCHOOL SNACK PROGRAM MEAL PATTERN REQUIREMENTS



Select two different components from the four listed	Minimum Serving Size
Milk, fluid	1 cup
Meat or meat alternate.....	1 ounce
Juice or fruit or vegetable.....	$\frac{3}{4}$ cup
Bread and/or cereal: Enriched or whole grain bread or..... Cold dry cereal or..... Hot cooked cereal.....	1 slice $\frac{3}{4}$ cup* $\frac{1}{2}$ cup

Note: Because after school snacks are available for children through the age of 18 years, additional foods may be needed to meet the calorie and nutrient needs of children ages 13-18 years. Consider adding one additional food component to the snack served to this age group.

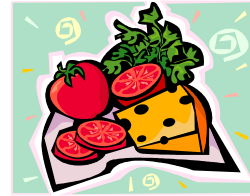
Note: Yogurt may be used as meat/meat alternate. You may serve 4 ounces (weight) or $\frac{1}{2}$ cup (volume) of plain, or sweetened and flavored yogurt to fulfill the equivalent of 1 ounce of the meat/meat alternate component.

Note: Vegetable and fruit juices must be served full strength. **Juice may not be served when milk is served as the other component.**

Caution: Children under five years of age are at a high risk of choking. The USDA recommends that nuts and/or seeds be served to these children ground or finely chopped in a prepared food.

* $\frac{3}{4}$ cup (volume) or 1 ounce (weight), whichever is less

SAMPLE SNACK MENUS



Graham Crackers Milk	Apple Wedges Peanut Butter	Muffin Orange Juice
Cheese Whole Wheat Crackers	Carrot Sticks/Dip Apple Juice	Cinnamon Whole Wheat Toast Grape Juice
Whole Grain Cereal Milk	Wheat Crackers Orange Slices	Tortilla Chips Salsa
Animal Crackers Milk	Kiwi String Cheese	½ Bagel Peanut Butter
Banana Bread Milk	English Muffin Pizza w/Sauce and Mozzarella Cheese	Cheese Flavored Crackers Apple Juice
Oatmeal Raisin Cookie Milk	Soft Tortilla Sliced Cheese	Canned Peaches Yogurt
Yogurt Raisin Bread	Cottage Cheese Pineapple Rings	Raw Vegetables w/Dip Wheat Thins
Cheese Cubes Apple Slices	Banana Vanilla Wafers	Rice Cake Peanut Butter
Meat and Cheese Cubes Crackers	Ham Salad Whole Wheat Crackers	Granola Bar V-8 Juice

AFTERSCHOOL SNACK PROGRAM SIGN IN SHEET



SITE: _____ DATE: _____ TOTAL COUNT: _____

1.	21.
2.	22.
3.	23.
4.	24.
5.	25.
6.	26.
7.	27.
8.	28.
9.	29.
10.	30.
11.	31.
12.	32.
13.	33.
14.	34.
15.	35.
16.	36.
17.	37.
18.	38.
19.	39.
20.	40.

DAI LY RECORD FORM

AFTERSCHOOL SNACK PROGRAM

School Food Authority: _____ Site: _____

Date Snack Served	Free Regular	Reduced-Price Regular	Paid Regular	Free Needy (>50% F/R)	Adults (Do Not Claim)
Total					

INSTRUCTIONS

Free, Reduced-Price and Paid Regular: Snacks must be claimed according to the eligibility category for each student served in a non-area eligible school (less than 50 percent free/reduced-price).

Free Needy: Snacks must be served free in an area eligible school (greater than 50 percent free/reduced-price). All snacks will be reimbursed at the free reimbursement rate.

Note: Snacks may only be claimed during days in which children attend school.

Signature: _____ Date: _____

Maintain at District Office - Do Not Mail to State Agency Revised 07/04



Prepared by the Office of Public Instruction - PO Box 202501, Helena, MT 59620

MONTHLY CONSOLIDATION RECORD FORM AFTERSCHOOL SNACK PROGRAM

School Food Authority: _____ Site: _____ Month: _____

Date Snack Served	Free Regular	Reduced-Price Regular	Paid Regular	Free Needy (>50% F/R)	Adults (Do Not Claim)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total					

INSTRUCTIONS

Free, Reduced-Price and Paid Regular: Snacks must be claimed according to the eligibility category for each student served in a non-area eligible school (less than 50 percent free/reduced-price).

Free Needy: Snacks must be served free in an area eligible school (greater than 50 percent free/reduced-price). All snacks will be reimbursed at the free reimbursement rate.

Note: Snacks may only be claimed during days in which children attend school.

Signature: _____ Date: _____

Maintain at District Office – Do Not Mail to State Agency Revised 07/04



Prepared by the Office of Public Instruction - PO Box 202501, Helena, MT 59620

AFTERSCHOOL SNACK PROGRAM REVIEW

School Food Authority: _____ Site: _____

First Review (during first four weeks of school year) _____ Second Review _____

The School Food Authority must review each program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year.

Program Requirement	Yes	No
1. Does the after school care program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		
2. Does the District administer or sponsor the after school program?		
3. Is documentation of individual student attendance maintained on a daily basis?		
4. Are accurate snack count records maintained on a daily basis? (total counts for area eligible sites; counts by type – free, reduced price, and full price for non-area eligible sites)		
5. Is a maximum of one snack per student per day claimed for reimbursement?		
6. Do the snacks that are served meet the minimum meal pattern requirements?		
7. Are daily production records maintained?		
8. Is the snack priced as a unit?		
9. Are snacks served free or at a reduced price for all students who are determined to be eligible for free or reduced price snacks at a non-area eligible site?		
10. If charging for snacks, the charge for a reduced price snack does not exceed 15 cents?		
11. Are snacks provided free to all eligible students at an area-eligible site?		

Results of Review	Yes	No
1. Is a corrective action plan required?		
2. Is a follow-up review required?		

Suggested Corrective Action (follow-up in 45 days):

Reviewer Signature: _____ Date of Review: _____